



# Iowa Department of Human Services

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Governor

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Director

## INFORMATIONAL LETTER NO.1507

**DATE:** May 28, 2015

**TO:** Iowa Medicaid Home Health Agencies

**FROM:** Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

**RE:** Cost Reporting Requirements

**EFFECTIVE:** Immediately

This Informational Letter is intended as a reminder regarding requirements for submission of the Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) Financial and Statistical Medicaid Cost Report for private duty nursing and personal cares services.

Note: These requirements do not apply to the Home Health Services program that uses the Low Utilization Payment Adjustment (LUPA) methodology.

### **Delinquent Cost Reports**

Iowa Administrative Code 441—79.1(27) requires that all agencies that provide EPSDT Private Duty Nursing and Personal Cares services file the cost report annually by the last day of the fifth calendar month after the close of the provider's reporting year. If the complete cost report is not received by the due date, the provider's payment is reduced to 75 percent of the current rate beginning the first day of the sixth month following the provider's fiscal year end. If the cost report is not received within three months, no further payments will be made to the provider. Any such rate reduction remains in effect until the first day of the month after the delinquent/complete cost report is received. Any amounts withheld through payment reduction will not be refunded to the provider.

A cost report is not considered complete unless it contains:

- A fully completed Form 1728-94 which has been submitted in the acceptable Excel format
- The original signed and dated certification statement (postmarked by the due date) mailed to the Provider Cost Audit and Rate Setting Unit at the following address: Provider Correspondence, P. O. Box 36450, Des Moines, Iowa 50315.
- A signed copy of the Medicare cost report which covers the most recently completed historical reporting period as submitted to the Medicare fiscal intermediary.
- A working trial balance that corresponds to all financial data contained on the cost report.
- A home office cost statement if subject to a home office cost allocation.

Because the department receives a large volume of cost reports at the same time, we encourage providers to submit their cost reports early to ensure ample time for the department to check for completeness prior to the due date. Submitting cost reports early assists agencies in avoiding penalties for late cost reports.

If you have any questions, please contact the IME Provider Cost Audit and Rate Setting Unit at 1-866-863-8610, locally in Des Moines at 515-256-4610 or via email at [costaudit@dhs.state.ia.us](mailto:costaudit@dhs.state.ia.us).